

Appendix A – The Cardholder Record Screen

The *Cardholder Record Screen* is where you will do most of your work. Just about everything you do to maintain the **Entry-Master** System is done in the *Cardholder Record Screen*. Because this is such an important screen we decided to provide a separate section to describe all of the fields and functions displayed on the *Cardholder Record Screen*.

[Section 1](#) displays the fields and provides the following information:

- Brief field description
- Maximum field length
- Field format (Alphabetic, Numeric, Alphanumeric)
- Field type (Display Only, System Supplied, User Supplied, User Selected)

[Section 2](#) provides more detail about each field on the Cardholder Record screen and discusses each function displayed on the **Bottom Line Menu** and how to use them. This Appendix applies to a standard **Entry-Master** System *Cardholder Screen*; **your particular installation may have extra fields or other enhancements**, which were added either by **Entry-Master Technical Staff** or your authorized **Entry-Master Dealer**. In any case, however, the basic access control fields (e.g. **I/O Status**, **Access Groups**, and any other fields which actually affect the use of a card) remain unchanged.


CARDS		Entry-Master® v5.1.2 Cardholder Database Screen		09/24/2017		
*>	Card Number: 00101020	©2001-2017 by Entry-Master Systems. All Rights Reserved.				
1>	User's Name: DURANT, MARK					
2>	Department: UMBC					
3>	User ID #:					
4>	Photo File ID: 00125528					
5>	Type of Card: 37 - EMS 37-bit format					
6>	Issue Date: 01/30/2017					Calendar
7>	Expiration:					Calendar
8>	Revalidate:					Calendar
9>	I/O Status: F - Forgive	at 0311 03/09/2017 10:04:34				
10>	Home Phone:	16>	Keypad PIN:			
11>	Work Phone:	17>	<input type="checkbox"/> Trace <input type="checkbox"/> ADA Card			
12>	Acc Group 1: 0001 - Base Employee Access	Nesting Level Information Card Level: 0 Violations: 0 *** Last Badging *** Date: 03/09 Rdr#: 0311 Time: 10:04 Stat: 06				
13>	Acc Group 2: 0002 - Executive Access					
14>	Acc Group 3: ---- No Group Selected ----					
15>	Elev Access: 0005 - Accounting 4th Floor					
F1>	User's Notes: [Notes]	Reader Loc Description: Front Main Entrance				
Last Badging Message --->		Access Granted by Valid Card.				
Save		Cancel	Delete	Prev	History	
		Copy	Next	Back	Print	
		Help				

Figure A-1. The Entry-Master Cardholder Database Screen

Section 1 – A Quick Look

Figure A-1 on the previous page shows the *Cardholder Record Screen* and the table below lists the data type for each field on that screen:

The Cardholder Database Screen Fields

Field Identifier	Field Type	Brief Description of Field and Function
*> Card Number	Text-Specific	Unique Entry-Master Card Number – 8 digits
1> User's Name	Text	Cardholder's Name (Last, First) – 25 Characters
2> Department	Text	Department Name – 25 Characters
3> User ID #	Text	Identifies the encoded card number (only in certain cases)
4> Photo File ID	Text	Identifies the filename of the Cardholder's photograph file
5> Type of Card	Drop-down	Bit-format of the card number (e.g. 26-bit, 37-bit, etc.)
6> Issue Date	Text-Specific	Activation Date – the date the card will become valid
7> Expiration	Text-Specific	Expiration Date – the date the card will expire
8> Revalidate	Text-Specific	Revalidate Date – the date the card will activate after expiring
9> I/O Status	Drop-down	In/Out Status (In, Out, Forgive or Special)
10> Home Phone	Text-Specific	Home telephone number w/Area Code - Format: (xxx) xxx-xxxx
11> Work Phone	Text-Specific	Work telephone number w/Area Code - Format: (xxx) xxx-xxxx
12> Acc Group 1	Drop-down	Primary Access Group Number (0000-Invalid, 9999-Confiscate)
13> Acc Group 2	Drop-down	Alternate (additional) Access Group #2 (0001 to 9998)
14> Acc Group 3	Drop-down	Alternate (additional) Access Group #3 (0001 to 9998)
15> Elev Access	Drop-down	Elevator Access Group (0000 to 9999 – Defaults to 0000)
16> Keypad PIN	Text-Specific	4-digit Personal Identification No. (used with keypad readers)
17> Trace/ADA Card	Checkboxes	Trace-Mode checkbox and ADA checkbox (longer strike-time)
F1> User's Notes	Hyperlink	Scrolls the screen down to the User Notes field
Nesting Card Level	System-Supplied	Present Nest Level of the card (within the facility)
Nesting Violations	System-Supplied	Number of Nesting Violations since entering the facility
Last Badging Date	System-Supplied	Last date the card was badged on a reader (valid or invalid)
Last Badging Time	System-Supplied	Last time the card was badged on a reader (valid or invalid)
Last Badging Rdr#	System-Supplied	Last Reader Number the card was badged on (valid or invalid)
Last Badging Stat	System-Supplied	Access Message code of the last badging of the card
Reader Loc Description	System-Supplied	Name of the Card Reader from the Last Badging of the card
Last Badging Message	System-Supplied	Description of the Last Access Message from the Last Badging
Enter User Notes	Text-box	Miscellaneous Notes made to the cardholder record

Section 2 – The Cardholder Screen in Detail

This section describes provides more detail about the *Cardholder Record* screen and the buttons that display. The field information is presented in “*tab-order*” (as the cursor moves through the data entry fields on the screen).

The Cardholder Record Field Description

This section provides additional information about the fields on the Cardholder Record screen. They are presented in numeric order by the field modification symbol.

Card Number

This field tracks the cardholder. Everything on the **Entry-Master** System is tracked using the card number. You can search for a cardholder by name as described in [Lesson 7](#), but what actually happens is the **Entry-Master** System searches for the **Cardholder's Name** and then displays the record for the card number assigned to the name.

User's Name

This is the name of the person that will be using the card. The format of this field is LAST name, FIRST name, and Middle Initial or Middle name. The last name and the first name should be separated by a **comma** and a **space**. This is important because the **Entry-Master** System performs certain sort and search activities based on the cardholder's last name.

Department

This is the department or organization that the cardholder belongs to. This information is only used in certain reports when you want reports grouped by department.

User ID#

This field is used to enter the **Encoded Card Number** (usually printed on the face of the card), so that the **Entry-Master** system can decode the cards properly. This field is normally **only required** for **HID 37-bit** card formats (**HID 26** and **34-bit** cards, as well as **EMS 37-bit** cards and fobs **do not** require this field).

Photo File ID

This is the **filename** (assumed to be a **.jpg** file) that is used to retrieve the **photo file** for the cardholder, assuming that a **photo-badging system**, or some other **picture data** exists. Photo file location is field-programmable in the **Entry-Master** system, and this field can be retrieved from most photo-badging systems. See your **Entry-Master** dealer for more details.

Type of Card

The **Type of Card** field let the **Entry-Master** system know how to decode **cards** and **keyfobs** that are presented to the card readers. The most common formats are included in this list, and the most common formats used are: **1)** the **standard 26-bit** card format; and **2)** the **EMS 37-bit** card format. If your particular card format is not in the list, contact your **Entry-Master** dealer; the **Entry-Master** system can accommodate over **100 bit-formats** simultaneously, and if yours isn't listed, your **Entry-Master** dealer can add your particular format, upon request.

Issue Date

This is the date the card becomes a valid card. Prior to that date, *the card will not be treated as valid*. If you do not enter a date, the **Entry-Master** System uses the current date as the default value for this field. Dates entered in date fields **must be valid dates**.

For example, **2/29/99** and **6/31/2002** are **not valid dates** (they do not exist because **1999** was not a **leap year** and **June** only has **30 days**) and will not be accepted by **Entry-Master**. There are several formats that the **Entry-Master** will accept for dates. The most important thing to remember is that the date you type must be **at least three characters** and the **day** should be **two** of those characters.

For example, the **Entry-Master** system will not accept **74 (July 4th)** as a valid date, but it **will accept 704**. If you do not specify a year for the date, the **Entry-Master** System uses the **current year** as the default.

Expiration

This is the date the card expires. For example, if the expiration date of the card is **6/17/2017** the card will be valid until **11:59 p.m.** on **6/16/2017**. As soon as the date changes to **6/17/2017** *the card will be expired and not be valid and access will not be allowed to this cardholder until the card is revalidated*. The rules for entering dates are the same as described under **Issue Date**.

Important Note: If you do not specify an expiration date, the card will never expire.

Revalidate

This is the date that the **Entry-Master** System will *automatically revalidate the card*. For example, if a card expires on **6/17/2017** and the **Revalidate Date** is **7/1/2017**, the card will not be valid again until **7/1/2017** when the **Entry-Master** System will *automatically revalidate* it. You only need to specify a **Revalidate Date** if you have specified an **Expiration Date**.

IMPORTANT NOTE:

Do not enter a **Revalidation Date**, unless you wish the card to be *automatically revalidated* on a particular date. Once a card is revalidated, **it will never expire even if there is a date in the Expiration Date field**.

I/O Status

This field shows the In/Out status of the card. This information is used by the **Entry-Master** System "**Anti-Passback**" feature. See [Chapter 1](#) – *Global Anti-Passback* for more information. This field can have one of the following values:

- **I - In** – The person is **IN** the facility or garage. If a card has this status and a person attempts to use the card on an IN card reader, they will be denied access. Some readers are designated as **Neutral**. A card with a status of IN can gain access from a reader designated as **Neutral** because the reader does not care what the **I/O Status** of the card is.

- **O – Out** – The person is not in the facility or garage. If a card has this status and a person attempts to use the card on an **OUT** card reader, they will be denied access. Some readers are designated as **Neutral**. A card with a status of **OUT** can gain access from a reader designated as **Neutral** because the reader does not care what the status of the card is.
- **S – Special** - A card with this status is not subject to the **Anti-Passback** restrictions. This **I/O Status** is usually reserved for high-ranking or maintenance personnel who need to override the **Anti-Passback** feature from time to time.
- **F - Forgive** - Forgive allows a cardholder ONE free access either IN or OUT and then the card will be reset to its proper I/O status. When there is a power failure a gate or door may need to be propped open to allow access. In this case the **I/O Status** for anti-passback will be upset. When the power is restored, the cards will be allowed to enter or exit the facility normally once and then the card's **I/O status** field will be reset to its correct value. Card readers designated as **NEUTRAL** do not affect the I/O status of the cards.

IMPORTANT NOTE:

The **I/O Status** field does not affect cards presented to card readers that are designated as **Neutral** – nor do **Neutral** card readers affect the **I/O Status** field of cards presented to them.

Home Phone

This is the cardholder's home telephone number. This field is for record keeping purposes only.

Work Telephone

This is the cardholder's work telephone number. This field is for record keeping purposes only.

IMPORTANT NOTE:

The **Default Area Code** can be set for both telephone number fields via the **AREACODE** command. See your installer or **Entry-Master** dealer for details.

Access Group 1, 2, and 3

These fields are drop-down fields that contain a list of codes, which define when and where the cardholder will be permitted access to the facility. Any cardholders who attempts to enter the facility at a time or at a reader other than what is defined in this field or in the **Alternate Access Group** fields (13> **Acc Group 2** and 14> **Acc Group 3**), will not be allowed access.

The following statement applies to field 12> **Acc Group 1** **only**:

- A “0000” in the 12> **Acc Group 1** field means that the card is an **Invalid Card**.
- A “9999” in the 12> **Acc Group 1** field means that the card is in **Confiscate Status**. A confiscate status card is identical to an **Invalid Card**, except that it issues a **higher-level** (i.e. more serious) **alarm message** than an **Invalid Card** does.

Elevator Access

This field controls what floors a cardholder is allowed to access, if the **Elevator Control** option is selected. It acts similarly to an **Access Group**, in that it determines what floor the cardholder is allowed to select, once inside the elevator cab.

IMPORTANT NOTE:

To put **Elevator Control** in perspective, the **Access Group(s)** the cardholder has assigned to it determines which **Elevator Cabs** the cardholder can access, but the **Elevator Access Group** determines **which floors** on that cab a cardholder is allowed to access.

Trace / ADA Checkboxes

If the **Trace checkbox** is **checked**, it indicates that **every time** the card is used, *valid* or *invalid*, a **Trace Alarm Message** appears on the activity/alarm monitor(s), and optionally, an e-mail or text alert can be sent to different people, filtered by **Card Reader** and **Time of Day/Day of Week**. The **ADA checkbox** indicates that the cardholder is given a longer **Door Strike Time** in order to give special needs persons more time to open the door after a valid card is presented. **This feature will only function if an ADA Strike Time is programmed into the Card Reader setup.**

Keypad PIN

This field contains the **4-digit Personal Identification Number (PIN)** required for *card readers equipped with keypad readers*. The personal **PIN Code** verifies the identity of the cardholder after the card is swiped.

IMPORTANT NOTE:

In order for the **Keypad PIN** field to be active, there must be at least **one (1) Card Reader** that is set to a **Reader Type** that requires **Card+PIN** (i.e. a **valid card** followed by a matching **PIN Code**) to allow access to the door or device connected to the reader.

User's Notes

This field is where you can store additional unique information about the cardholder. The **User's Notes** field displays a window where you can enter free-form notes regarding the cardholder. You can scroll through the text-box window using the scroll bars.

Button Descriptions

Button	Brief Description of the Button's Function
Save	Writes (or saves) any entries made to the data fields to the database
Cancel	Cancels any changes made to the data fields
Delete	Removes a cardholder record from the database
Prev	Displays the previous cardholder record in the database
History	Displays the cardholder's last 15 transactions
Copy	Copies the current cardholder record to a new cardholder record
Next	Displays the next cardholder record in the database
Back	Returns to the previous screen (similar to the browser 'Back' button)
Print	Opens the Print dialogue window to print the screen to a connected printer
Help	Displays a Help Screen, which details some of what is in this lesson